

# C-A ESHQ Division "To Do List - Closed Items"

**Division Meeting:**

**Every 1st and 3rd Tuesday in Bldg. 911b**

**Job assignments listed by name:**

| <b>Name</b>                           | <b>Page #</b> | <b>Name</b>                          | <b>Page #</b> | <b>Name</b>                              | <b>Page #</b> |
|---------------------------------------|---------------|--------------------------------------|---------------|--|---------------|
| <a href="#"><u>P. Cirnigliaro</u></a> | 2             | <a href="#"><u>E. Lessard</u></a>    | 7             | <a href="#"><u>A. Piper</u></a>          | 11            |
| <a href="#"><u>L. DiFilippo</u></a>   | 4             | <a href="#"><u>A. Luhrs</u></a>      | 8             | <a href="#"><u>D. Ryan</u></a>           | 12            |
| <a href="#"><u>A. Etkin</u></a>       | 5             | <a href="#"><u>J. Maraviglia</u></a> | 9             | <a href="#"><u>R. Savage</u></a>         | 13            |
| <a href="#"><u>R. Karol</u></a>       | 6             | <a href="#"><u>D. Passarello</u></a> | 10            | <a href="#"><u>J. Scott</u></a>          | 14            |
|                                       |               |                                      |               | <a href="#"><u>M. Van Essendelft</u></a> | 15            |

*Last Updated on February 27, 2003*

*By Lynanne DiFilippo*

*Email: [Lynanne@bnl.gov](mailto:Lynanne@bnl.gov)*

### Completed Task List

| Name                              | Role                    | Job Description  | Completed Date |
|-----------------------------------|-------------------------|--|----------------|
| <b>Peter Cirnigliaro<br/>5636</b> | Work Control<br>Manager | Generate BAF User Training (manual written).   | 10/15/02       |
| <a href="#">Top of Page</a>       |                         | Set up radio check on Mondays for HP, MCR, CAS   | 11/15/02       |
|                                   |                         | Review 966, NASA ESH   | 11/02          |
|                                   |                         | Critique damage to BAF 13.8 Kv Switch.   | 10/30/02       |
|                                   |                         | Participate in BNL SA on Biohazards.   | Ongoing        |
|                                   |                         | Represent C-A on SBMS for Work Planning/Exp. Review.   | Ongoing        |
|                                   |                         | Strontium source review for STAR calorimeter laser.  | 10/02          |
|                                   |                         | Conduct noise checks, post as needed and place proper hearing protection devices at 1006B and 1005E following 80K cooler and He reliquifer installation. | 10/1/02        |
|                                   |                         | Review all Collider Exp. For FY'03 run.  | 11/02          |
|                                   |                         | Review BAF Ozone.  | 10/01/02       |
|                                   |                         | Add Iris Reader Training to Collider User Course.  | 1/03           |
|                                   |                         | Add slide to User Training Course "all users must check into the RHIC/AGS User center each time they come to BNL".                                       | 1/03           |
|                                   |                         | Add slide on 930A barrier to C-A Access.   | 1/03           |
|                                   |                         | Noise evaluation in Bldg. 1006 2 <sup>nd</sup> floor pump room.  | 2/03           |
|                                   |                         | Critique improper energized cable termination in A-10 house.   | 2/1/03         |

### Completed Task List

| Name | Role | Job Description   | Completed Date |
|------|------|---|----------------|
|      |      | Talk to staff who will be interviewed by DuPont.                        | 1/25/03        |
|      |      | Update BURFs for BNL Assessment.  | 3/03           |
|      |      | Phenix Magnet survey.   | 3/03           |
|      |      | <a href="#">Hyperlink For Environmental Management System Task List</a> |                |

### Completed Task List

| Name                          | Role                    | Job Description  | Completed Date |
|-------------------------------|-------------------------|--|----------------|
| <b>Lynanne DiFilippo 7918</b> | ESHQ Division Secretary | Prepare bi-weekly To Do List and Tasks Completed List for ESHQ Division.   |                |
| <a href="#">Top of Page</a>   | Procedure Coordinator   | Handle administrative & secretarial duties for ESHQ Division.  |                |
|                               |                         | Update Lists - Committees, Confined Space, Noise Areas, Building Managers, C-A Organization Chart, ESHQ Division Org. Chart, Liaison Physicists & Liaison Engineers, Local Emergency Coordinators, Occurrence Reports, Performance Indicators, ODH List, Designated Callers. |                |
|                               |                         | Update C-A OPM's & maintain on web, update & maintain QA Manual.   |                |
|                               |                         | Coordinate C-A OPM procedures including typing revisions, tracking status, issue revisions, maintaining OPM on web, tracking read & acknowledgements, issuing hard copies of OPM and maintaining records associated with OPM.  |                |
|                               |                         | <a href="#">Hyperlink For Environmental Management System Task List</a>  |                |

### Completed Task List

| Name                        | Role                         | Job Description   | Completed Date |
|-----------------------------|------------------------------|---|----------------|
| <b>Asher Etkin<br/>7200</b> | ESH<br>Coordinator           | Assure that TVDG and TTB ACS integrated into C-A system requirements and controls (cables in for PLC, system is relay-based) – Include procedure. | 11/02          |
| <a href="#">Top of Page</a> | Access Controls<br>Physicist | Represent C-A on Long Term/Short Term SBMS Subject Area.  | 10/02          |
|                             | FUA Coord.                   | Verify adequacy of ODH systems in 1005E and 1006B when 80K cooler and He reliquifer installed. Proceduralize these requirements into the OPM.     | 10/02          |
|                             |                              | Assure that Collider Iris Readers (IR) properly installed.  | 11/15/02       |
|                             |                              | Revise OPM 8.15.3 series on chipmunk controls (Assessment #2001-106).   | 11/02          |
|                             |                              | Network collider card readers (coordinate). (currently networked, need to deal with difficult update method).                                     | 1/03           |
|                             |                              | <a href="#">Hyperlink For Environmental Management System Task List</a>   |                |

### Completed Task List

| Name                      | Role                      | Job Description   | Completed Date |
|---------------------------|---------------------------|---|----------------|
| <b>Ray Karol<br/>5272</b> | C-A ESHQ<br>Division Head | Get rid of Bldgs. 961, 962 and 963.   | 10/02          |
| Top of Page               |                           | Revise OPM Series 3 when the AGS Hold Point moves.  | 10/02          |
|                           |                           | C-A Tanker Evaporation Mgmt. Plan.  | 11/02          |
|                           |                           | Change MCR Pump Alarm Switch Sign from Police to Site Supervisor.   | 10/02          |
|                           |                           | Prepare technician lecture series on C-A Radiation Issues.  | 10/15/02       |
|                           |                           | Verify adequacy of ODH systems in 1005E and 1006B when 80K cooler and He reliquifer installed, proceduralize these requirements into the OPM. | 11/30/02       |
|                           |                           | Draft ASE and C-A OPM update on He Reliquifier ODH Requirements.  | 10/1/02        |
|                           |                           | Implement actions from assessment 2002-137, Bldg. Mgmt. Program   | 10/30/02       |
|                           |                           | Update R2A2's   | 11/02          |
|                           |                           | Update OPM 9.3.1 and attachments to new Work/Exp Planning SBMS. (in review cycle)   | 1/03           |
|                           |                           | Conduct review of 930A pit entry electrical safety issue.   | 12/15/02       |
|                           |                           | Transfer TVDG OPM to C-A OPM Section 12.  | 10/02          |
|                           |                           | Check nitrogen/ozone calculation by MECO LP.  | 2/7/03         |
|                           |                           | Determine LINAC cap dimensions at BLIP switching magnet and HEBT beam stop locations.   | 3/15/03        |
|                           |                           | Revise AGS OSL on Fire Safety. (submitted to ASSRC, ESH Committee)  | 1/10/03        |
|                           |                           | Revise OPM 2.14.  | 6/03           |
|                           |                           | <a href="#">Hyperlink For Environmental Management System Task List</a>   |                |

### Completed Task List

| Name                        | Role                                    | Job Description   | Completed Date |
|-----------------------------|---|---|----------------|
| <b>Ed Lessard<br/>4250</b>  | Associate Chair<br>for ESHQ             | Attend Los Alamos explosive training                                    | 11/02          |
| <a href="#">Top of Page</a> | LEC 2 <sup>nd</sup> Fl.<br>B911         | Update C-A Conduct of Operations Matrix.                                |                |
|                             | EMS<br>Coordinator for<br>C-A           | Update OPM 9.2.1 and attachments to new Work/Exp Planning SBMS.         | 1/03           |
|                             | Alternate<br>Facility<br>Manager        | Respond to McNair Report on Electrical Safety.                          | 2/03           |
|                             | Conduct of<br>Operations<br>Coordinator |   |                |
|                             | ISM Review<br>Coordinator               |   |                |
|                             |   | <a href="#">Hyperlink For Environmental Management System Task List</a> |                |

### Completed Task List

| Name                                | Role  | Job Description   | Completed Date |
|-------------------------------------|---|---|----------------|
| <b>Ann Marie<br/>Luhrs<br/>7007</b> | Training and<br>Qualification<br>Specialist | Develop R&A training and link JTA's on L18A CO <sub>2</sub> bypass key. | 3/03           |
| <a href="#">Top of Page</a>         |   |   |                |
|                                     |   | <a href="#">Hyperlink For Environmental Management System Task List</a> |                |

### Completed Task List

| Name                            | Role  | Job Description  | Completed Date |
|---------------------------------|---|--|----------------|
| <b>John Maraviglia<br/>7343</b> | Training<br>Manager                         | Develop and disseminate BAF Process Assessment Training Course.                          | 10/02          |
| <a href="#">Top of Page</a>     | Training &<br>Documentation<br>Group Leader | Resolve C-A-OPM 3.15.1 (3.21?) comments.   | 12/15/02       |
|                                 |   | Write OPM on Iris Registration Process. (in review process)                              | 1/03           |
|                                 |   | Change OPM 1.12 to incorporate J. Jeholka comments on LOTO training. (in review process) | 1/03           |
|                                 |   | Review OPM's to change "certified" to "authorized" for LOTO. (OPM 1.5 and 2.6 series).   | 1/03           |
|                                 |   | <a href="#">Hyperlink For Environmental Management System Task List</a>                  |                |

### Completed Task List

| Name                            | Role           | Job Description  | Completed Date |
|---------------------------------|----------------|--|----------------|
| <b>Dave Passarello<br/>7277</b> | Q Manager      | Coordinate replacement (activated), of fire extinguishers in AGS ring. – J. Scott to dispose of activated extinguishers (17) | 10/02          |
| <a href="#">Top of Page</a>     | Q Group Leader | Reprogram C-A radios to scan Fire Group frequency (start with CAS).  | 10/02          |
|                                 | ATS Manager    | Follow-up on BAF beautification (Derek), estimate in to P.E.   | 10/02          |
|                                 |                | Review SBMS on Design Review and justify what C-A does.  | 11/02          |
|                                 |                | Add work planning and LOTO annual assessment to OPM instead of during Tier I.  | 10/02          |
|                                 |                | Conduct review of C-AD LEC R2A2's to determine if all LEC's have signed LEC R2A2's in their R2A2 file.                       | 11/02          |
|                                 |                | Implement actions in assessment 2002-138, nonconformance and corrective and preventive action controls.                      | 11/30/02       |
|                                 |                | Review software subject area requirements.   | 11/02          |
|                                 |                | Move Bldg. 939 Records from Bldg. 938 to 939.  | 10/02          |
|                                 |                | <a href="#">Hyperlink For Environmental Management System Task List</a>  |                |

### Completed Task List

| Name                        | Role                               | Job Description  | Completed Date |
|-----------------------------|------------------------------------|--|----------------|
| <b>Artie Piper, 5724</b>    | Tier 1 Manager                     | Update C-A-OPM to incorporate updated SBMS on Material Handling & Lifting Safety. (in review process)  | 10/02          |
| <a href="#">Top of Page</a> | Alternate Work Control Coordinator | Coordinate upgrade to PHENIX IR floor grating with PHENIX LE for fix prior to next RHIC run (C. Pearson). – Put on ATS                             | 10/01/02       |
|                             | Alternate Bldg. Mgr. 945           | Review C-A ladders/stairs for safety.  | 10/01/02       |
|                             | Alternate Bldg. Mgr. 911           | Label 911 cooler fan disconnects (High/Low Speed).   | 11/02          |
|                             |                                    | C-AD United Way Captain  | Ongoing        |
|                             |                                    | Discuss w/P. Ingrassia & W. Anderson if they want to have the BNL Site Supervisor radio channel on the MCR and/or CAS radios. Implement as needed. | 2/1/03         |
|                             |                                    | Place hearing protection at 1004A&B.   | 2/19/03        |
|                             |                                    | <a href="#">Hyperlink For Environmental Management System Task List</a>  |                |

### Completed Task List

| Name                         | Role                 | Job Description   | Completed Date |
|------------------------------|----------------------|---|----------------|
| <b>Dennis Ryan,<br/>7395</b> | FS<br>Representative | Qualify V. Lodestro on R0-20 use as process monitor for Linac tuning.             | 11/02          |
| <a href="#">Top of Page</a>  |                      | Evaluate new neutron detector survey instruments. (Swendi better high E-range).   | 10/31/01       |
|                              |                      | Resolve RCD and C-A Instrument List Differences.                                  | 10/02          |
|                              |                      | Evaluate posting required in Westinghouse Control Room (from pump room DI units). |                |
|                              |                      | <a href="#">Hyperlink For Environmental Management System Task List</a>           |                |

### Completed Task List

| Name                        | Role       | Job Description   | Completed Date |
|-----------------------------|------------|---|----------------|
| <b>Dick Savage<br/>4640</b> | QA Auditor | Independent Assessment Audit.   | 10/02          |
| <a href="#">Top of Page</a> |            | Respiratory Fitness Test & Medical (awaiting medical)   | 11/30/02       |
|                             |            | Critique Phenix LOTO item.  | 10/25/02       |
|                             |            | Analysis of V-Target entry by CAS.  | 11/02          |
|                             |            | Completed (3) QA assessments: MCR Log Review (including RS LOTO); TVDG Safety Review activities; TVDG Operating Procedures. |                |
|                             |            | Completed 1 QA Assessment – C-A LOTO Program Activities.  | 12/02          |
|                             |            | Streamline C-A Records index, OPM 13.42.a (in review process) (Ed & Ray reviewing).   | 1/30/03        |
|                             |            | Two QA Assessments: C-A Cryogenics Work Controls; <del>Property Protection Area Log Activities.</del>                       | 2/03           |
|                             |            | <a href="#">Hyperlink For Environmental Management System Task List</a>   |                |

### Completed Task List

| Name                              | Role                       | Job Description   | Completed Date |
|-----------------------------------|----------------------------|---|----------------|
| <b>Joel Scott<br/>7520 / 6291</b> | Waste Mgmt.<br>Coordinator | Ignitron Disposal (R. Zapasek) – Mercury (paperwork to WMD), awaiting pickup.   | 10/02          |
| <a href="#">Top of Page</a>       |                            | Update OPM on water tankers. In Review.   | 10/02          |
|                                   |                            | Send 3000 gal of LESB 2 oil and U-com lubricant to steam plant. Need D. Lehn Group help (ESD approved burning), 1 <sup>st</sup> tank out.                               | 11/02          |
|                                   |                            | Drain 3 MPS transformers. Oil going to local company for energy use (arranging with WMD).   | 11/25/02       |
|                                   |                            | Clean Out Storage Tight Containers Currently in 965 Yard. Clean empty containers return to H.W. – HP surveying empty bins.  | 10/02          |
|                                   |                            | Assist as needed to clean lead out of 1002.   | 10/02          |
|                                   |                            | Assist with cleanup of scintillators for Phenix and PHOBOS.   | 11/24/02       |
|                                   |                            | Decon old waste yard (965).   | 11/15/02       |
|                                   |                            | Provide estimate of amount of Cockroft Walton scrap metal to J. Hauser.   | 1/3/03         |
|                                   |                            | BLIP pipe disposal – assist.  | 2/03           |
|                                   |                            | Follow completion of FRDP 2882 by R. Diaz, keep sump in the EEA (Rollup Door 2) empty (ILR submitted), plan in progress. (painting left to do) – SCDHS needs to review. | 5/03           |
|                                   |                            | Follow-up Linac Outdoor Tanks pipe disconnection for Article 12 Compliance. (SCHS needs to review)  | 6/03           |
|                                   |                            | <a href="#">Hyperlink For Environmental Management System Task List</a>   |                |

### Completed Task List

| Name                            | Role        | Job Description  | Completed Date |
|---------------------------------|-------------|--|----------------|
| <b>Mel Van Essendelft, 4781</b> | Q Assistant | D6-Septum Trench (Article 12) – Heating being done by J. White. Also enclosing buss. | 10/02          |
| <a href="#">Top of Page</a>     | SNS Q       | NASA ESRC Reviews.   | 10/02          |
|                                 |             | Follow up on A. Carroll's freon in chrenkov counter at Brahms.                       | 3/03           |
|                                 |             | Follow-up on Linac Beam stop soil samples (V. LoDestro).                             | 2/15/03        |
|                                 |             | Determine where BAF blowdown goes.   | 3/03           |
|                                 |             | <a href="#">Hyperlink For Environmental Management System Task List</a>              |                |